



# SCHUYLKILL COUNTY HOUSING AUTHORITY AGENCY PLAN

## *2018 AGENCY PLAN NARRATIVE*

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# SCHUYLKILL COUNTY HOUSING AUTHORITY AGENCY PLAN

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## AGENCY PLAN NARRATIVE

### Background

The Schuylkill County Housing Authority is a Housing Authority created under a charter from the Commonwealth of Pennsylvania. The function of the Authority is to provide decent, safe and sanitary housing for low-income residents of Schuylkill County, exclusive of the City of Pottsville. The Housing Authority has 609 Public Housing units at nine different sites. It also has a Section 8 Housing Choice Voucher Program of 631 Vouchers. The Authority has a non-profit corporation, Schuylkill County Housing Development Corporation. The purpose is to provide additional housing opportunities to low-income residents of Schuylkill County. There are presently three properties under the auspices of the non-profit, with additional properties to be purchased.

The Public Housing Agency Plan is a plan that informs HUD, residents, and the public of the Schuylkill County Housing Authority's (SCHA) mission for serving the needs of low-income and very low-income families and SCHA's strategy for addressing those needs. The Authority has prepared a 5-year plan (2018-2022) for tenant-based assistance and public housing programs and an annual plan for 2018 to supplement the 5-year plan.

The PHA Plan process was established by section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.). Section 5A(b) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c-1(b)) was amended by the 2008 Housing and Economic Recovery Act (HERA), Sections 2701 and 2702, Small Public Housing Authorities Paperwork Reduction Act.

### Progress in Meeting Mission Goals and Objectives

The following summarizes SCHA's quantifiable goals and objectives that will enable SCHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Included in this report on the progress SCHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

#### **SCHA Goal: Expand the supply of assisted housing**

##### **Objectives:**

- Maximize lease-up rates in the Section 8/HCV program subject to budget authority
- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:

*The Authority has made major improvements to the Schuylkill Haven High Rise to meet the needs of current residents and make the units more marketable, including the replacement of the kitchen cabinets, countertops, sinks and water-saving faucets in 110 units.*

*The Authority has also worked closely with agencies providing services to those with disabilities which have resulted in expanded services to residents.*

*The Housing Authority established a nonprofit corporation to expand affordable housing options in the County. During the past several years, the nonprofit has received grants in the amount of \$50,000 from the Schuylkill County Affordable Housing Trust Fund (Act 137) combined with a match of \$120,000 from the Authority, the non-profit corporation was able to renovate three houses that are now being leased to Housing Choice Voucher families who are participating in the Family Self-Sufficiency Program. The goal is for these families to become homeowners. The corporation hopes to continue the program with the assistance of additional Act 137 funding, other grants, and by utilizing the sales proceeds when the houses are sold.*

The Authority applied for additional public funds to create additional housing opportunities. Most recently, the authority was awarded an Act 137 grant, in the amount of \$21,077 allocated for modernization work at the Ashland High Rise. In the past, the Authority also received the following Act 137 grants:

- \$39,000 allocated for modernization work at the Schuylkill Haven High Rise;
- \$41,744 which was used in combination with capital funds at the Schuylkill Haven High Rise for the installation of energy efficient improvements to the units and building;
- \$50,000 which was used in combination with capital funds at the Minersville High Rise for elevator modernization; and
- \$20,000 which will be used in combination with capital funds at the Minersville High Rise for the community room renovations.
- \$32,199 used in combination with capital funds at the Shenandoah High Rise for kitchen and roof replacement.

### **SCHA Goal: Improve the quality of assisted housing**

#### **Objectives:**

- Rehabilitation of the existing public housing stock in a manner that is sensitive to the need for accessibility to and visitability by persons with disabilities;
- Increase customer satisfaction:
- Maximize the use of Capital Funds and other resources to renovate or modernize public housing units, subject to budget authority and funding levels:
- Improve energy efficiency:

In addition to the improvements noted above, the Housing Authority has upgraded a unit at the Schuylkill Haven Family development to meet ADA standards for persons with disability and installed carbon monoxide detectors in all public housing units in conformance with the Pennsylvania Carbon Monoxide Detector Law.

The Authority has made other significant improvements to sustain the viability and livability of its public housing units and to maximize the ever shrinking Capital Funds, including:

- Installation of steel doors at the St. Clair family development;

- Installation of new energy efficient lighting at the Schuylkill Haven family development; installation of energy efficient windows at the Schuylkill Haven family development;
- Elevator upgrades at the Shenandoah High Rise using energy efficient equipment.
- Installation of three modern energy efficient oil fired boilers along with other energy efficient equipment for the heating and hot water systems.
- Upgrades to 77 bathrooms using energy efficient fixtures.
- Elevator modernization work at the Ashland High Rise using energy efficient equipment. An Act 137 grant in the amount of \$50,000 was awarded and allocated for this work;
- New energy efficient lights have been installed at the Coaldale Development both in all 48 units and the exterior lighting.
- ADA accessible sidewalks and ADA patio furniture – Schuylkill Haven High Rise
- ADA office and community room renovations – Shenandoah High Rise
- Energy efficient lighting and heating system thermostats – Shenandoah High Rise
- Energy efficient windows, community room renovations and ADA office – Minersville High Rise
- Hot water boiler replacement – Minersville High Rise
- Electrical panel modernization – Cass-Minersville Family Development
- Energy efficient lighting at the Cass-Minersville Family Development,
- New kitchens and bathrooms at the Schuylkill Haven Family Development,
- Energy efficient lighting at the Schuylkill Haven High Rise with new windows in the community room
- New thermostats and new windows at the Coaldale Family Development.
- Smoke detector replacement at all developments – all units and common areas.
- Energy Efficiency Lighting Modernization at the Shenandoah Family Development and Ashland High Rise.
- Residential Dwelling Addition at the Schuylkill Haven Family Development – ADA bathroom and one bedroom.
- ADA Renovations to one bathroom at the Schuylkill Haven High Rise.

- Cass-Minersville Family Development – converted two units into a four bedroom unit.
- Elevator modernization at the Schuylkill Haven High Rise.
- Elevator modernization at the Minersville High Rise
- Energy efficient lighting in all units and common areas at the Minersville High Rise.
- New exhaust fans and patio furniture at the Minersville High Rise
- New meter and water valves at St. Clair Family Development.
- Three new energy efficient oil fired boilers at the Coaldale Housing Development
- ADA sidewalks at Cass-Minersville
- Sewer replacements at Shenandoah Family Development
- New hot water circulating pumps at Ashland High Rise
- New heat exchange and circulating pump at Minersville High Rise
- Ash conveyor replacement at Minersville High Rise.

Status: Capital Fund Program is proceeding on schedule.

<b>Capital Fund Program Status as of 07/31/2017</b>		
<b>FFY</b>	<b>% Obligated</b>	<b>% Expended</b>
2015	100%	100%
2016	98%	95%

**SCHA Goal: Increase assisted housing choices**

**Objectives:**

- Increase voucher payment standards
- Implement voucher homeownership program:

The Authority has also performed the rent reasonableness and HQS inspections for the Emergency Shelter Grant Program through Schuylkill County to ensure consistency with HUD requirements for the Housing Voucher Program.

**SCHA Goal: Provide an improved living environment**

**Objectives:**



- Conduct Radon Testing to ensure a safe living environment for the residents
- Implement public housing security improvements:

***The Authority completed the Radon Testing, as recommended by the recent environmental review, in its public housing developments with FY 2016 Capital Funds to ensure a safe living environment for the residents.***

*The Authority is upgrading security cameras at all nine of its family and senior housing developments. The cameras can be viewed via the Internet enabling both the Authority and the Police Departments to monitor activities on the exterior of its buildings. A strong working relationship has been developed with the Schuylkill County Drug Task Force to help eliminate drug activity.*

*The Authority will evaluate the need to deprogram units with HUD approval, for undercover drug investigative work.*

**SCHA Goal: Promote self-sufficiency and asset development of assisted households**

**Objectives:**

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Promote self-sufficiency and assist families to obtain supportive services through the various service agencies with which the Housing Authority has inter-agency agreements.

*Food banks have been established and will be continued at all developments for eligible families.*

**SCHA Goal: Ensure equal opportunity and affirmatively further fair housing**

**Objectives:**

*Continue to provide suitable living environments regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, or disability. Continue to make special outreach efforts to house disabled persons in handicapped housing through the Anthracite Center for Independent Living. Continue to work closely with Career Link, Schuylkill Community Action, VASH, the REDCo Group, Senior Services, Department of Public Welfare, Service Access Management, Allied Services, Schuylkill MH/MR and LHOT (Local Housing Options Team).*





## Components of the PHA Plan

### Component One: Housing Needs

The first component of the Agency Plan identifies the housing needs of income-eligible families who reside in the jurisdiction served by the Housing Authority, as well as of families who are on the public housing and Section 8 program waiting lists. The component asks for information on categories of income-eligible families, including: families of different income levels, elderly families, families with members with disabilities, and households of any races or ethnic groups that have greater housing needs than average for the jurisdiction. The final part of this component describes the various strategies the Housing Authority will undertake in the coming year in order to address the needs that have been identified.

### Housing Needs of Families in the Jurisdiction/s Served by SCHA

Based upon the information contained in the American Community Survey of 2015 applicable to the jurisdiction, and/or other data available to SCHA, provide a statement of the housing needs in the jurisdiction by completing the following table.

Subject	Schuylkill County, Pennsylvania		
	Occupied housing units	Owner-occupied housing units	Renter-occupied housing units
	Estimate	Estimate	Estimate
Occupied housing units	59,122	44,420	14,702
<b>HOUSEHOLD INCOME IN THE PAST 12 MONTHS (IN 2014 INFLATION-ADJUSTED DOLLARS)</b>			
Less than \$5,000	2.8%	1.9%	5.5%
\$5,000 to \$9,999	3.3%	2.2%	6.5%
\$10,000 to \$14,999	7.1%	4.9%	13.8%
\$15,000 to \$19,999	7.2%	5.8%	11.5%
\$20,000 to \$24,999	6.8%	5.6%	10.2%
\$25,000 to \$34,999	12.4%	11.5%	15.2%
\$35,000 to \$49,999	14.7%	14.8%	14.3%
\$50,000 to \$74,999	19.8%	21.2%	15.5%
\$75,000 to \$99,999	12.6%	15.3%	4.5%
\$100,000 to \$149,999	9.7%	12.3%	2.1%
\$150,000 or more	3.6%	4.5%	0.7%
Median household income (dollars)	45,020	53,128	26,619
<b>MONTHLY HOUSING COSTS</b>			
Less than \$100	0.3%	0.1%	1.0%
\$100 to \$199	1.4%	1.4%	1.4%
\$200 to \$299	5.5%	5.0%	6.8%
\$300 to \$399	9.7%	10.8%	6.2%
\$400 to \$499	11.4%	12.0%	9.8%
\$500 to \$599	12.0%	11.0%	15.2%
\$600 to \$699	9.9%	8.1%	15.0%
\$700 to \$799	8.5%	6.9%	13.2%
\$800 to \$899	6.4%	6.0%	7.5%
\$900 to \$999	6.0%	5.9%	6.1%
\$1,000 to \$1,499	16.1%	19.4%	6.1%
\$1,500 to \$1,999	6.4%	8.2%	1.0%



\$2,000 or more	4.0%	5.1%	0.7%
No cash rent	2.5%	(X)	10.0%
Median (dollars)	684	723	627

Subject	Schuylkill County, Pennsylvania		
	Occupied housing units	Owner-occupied housing units	Renter-occupied housing units
	Estimate	Estimate	Estimate
<b>MONTHLY HOUSING COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME IN THE PAST 12 MONTHS</b>			
Less than \$20,000	18.6%	14.0%	32.5%
Less than 20 percent	1.0%	1.0%	0.9%
20 to 29 percent	3.7%	2.7%	6.7%
30 percent or more	13.9%	10.3%	24.9%
\$20,000 to \$34,999	18.5%	17.1%	22.8%
Less than 20 percent	4.9%	5.5%	2.9%
20 to 29 percent	6.2%	5.0%	9.8%
30 percent or more	7.5%	6.6%	10.1%
\$35,000 to \$49,999	14.3%	14.8%	12.7%
Less than 20 percent	7.1%	7.7%	5.4%
20 to 29 percent	4.1%	3.6%	5.7%
30 percent or more	3.0%	3.5%	1.6%
\$50,000 to \$74,999	19.3%	21.2%	13.6%
Less than 20 percent	13.2%	13.7%	11.6%
20 to 29 percent	4.1%	4.9%	1.7%
30 percent or more	2.0%	2.6%	0.3%
\$75,000 or more	25.7%	32.1%	6.4%
Less than 20 percent	20.8%	25.7%	6.2%
20 to 29 percent	4.0%	5.2%	0.2%
30 percent or more	0.9%	1.2%	0.0%
Zero or negative income	1.1%	0.8%	2.0%
No cash rent	2.5%	(X)	10.0%

Sources for information: U.S. Census Bureau, 2015, American Community Survey Data



# Schuykill County



## Household Income

Percent of Total Households		
Annual Income	2000	2006-2010
Less than \$10,000	11.3%	7.2%
\$10,000 to \$24,999	26.8%	22.0%
\$25,000 to \$49,999	32.9%	29.0%
\$50,000 to \$99,999	24.5%	31.2%
\$100,000 to \$199,999	3.5%	9.9%
\$200,000 or more	0.9%	0.7%

## Housing Characteristics

Year	Households	Owner-Occupied Households	Renter-Occupied Households	Homeownership Rate	Median Year Structure Built	Housing Units per Sq. Mile	Persons per Household
2000	60,530	47,198	13,332	78.0%	1940	87.1	2.36
2010	60,192	45,496	14,696	73.6%	1940	89.0	2.33

## Housing Affordability

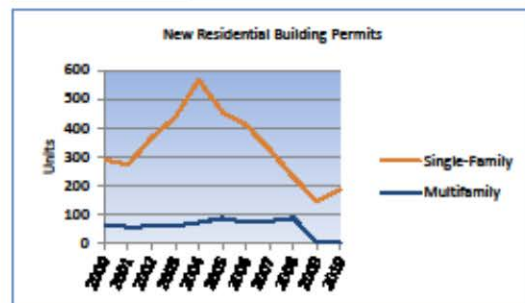
Rental Housing			
Year(s)	Median Renter Income	2-Bedroom Gross Rent Estimate	% of Median Renter Income to Rent 2-Bedroom Apartment
2000	\$19,372	\$449	27.8%
2006-2010	\$22,876	\$539	28.3%

Homeownership			
Year(s)	Median Household Income	Median Home Value	Affordable Home Cost
2000	\$32,380	\$63,900	\$95,719
2006-2010	\$42,315	\$88,400	\$131,298

Housing Affordability by Select Occupation						
Occupation	2000			2006-2010		
	Median Annual Pay	% of Income to Rent 2-Bedroom Apartment	Affordable Home Cost	Median Annual Pay	% of Income to Rent 2-Bedroom Apartment	Affordable Home Cost
Licensed Practical Nurse	\$26,177	20.6%	\$72,798	\$36,370	17.7%	\$125,363
Police Officer	\$26,409	20.4%	\$73,629	\$47,059	13.7%	\$172,714
Elementary School Teacher	\$46,680	11.5%	\$146,191	\$46,343	14.0%	\$169,482
Retail Salesperson	\$14,771	36.5%	\$31,969	\$22,390	28.9%	\$61,350

Red indicates the amount a homebuyer can afford to spend on a home is less than the county median home value, or rent that exceeds 30 percent of a renter's income.

## Housing Availability



Percent of Population 65 and Over			
2000	2010	2020	2030
19.9%	17.4%	19.7%	23.8%

Number of Unconventional Gas Wells Drilled	
2009	2010
0	0

## Housing Needs of Families on the Public Housing Waiting Lists

The following table represents the characteristics of the families on the Public Housing Waiting List for Schuylkill County:

Housing Needs of Families on the Waiting List Public Housing			
	# of families	% of families	total Annual Turnover
Waiting list total	179		116
Extremely low income <=30% AMI	142	79%	
Very low income (>30% but <=50% AMI)	26	15%	
Low income (>50% but <80% AMI)	11	6%	
Families with children	108	60%	
Elderly families	30	17%	
Families with Disabilities	68	38%	
Nondisabled, nonelderly, no children	44	25%	
White – Non-Hispanic	136	76%	
White – Hispanic	19	11%	
Black – Non-Hispanic	13	7%	
Black – Hispanic	4	2%	
American Indian/Alaska Native – Hispanic	2	1%	
Multi-Racial-Non-Hispanic	2	1%	
Unspecified Race-Hispanic	2	1%	
Unspecified Race-Non-Hispanic	1	<1%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	12	7%	43
1BR	89	50%	34
2 BR	54	30%	12
3 BR	22	12%	23
4 BR	2	1%	2
5 BR	0	0%	2
5+ BR	0	0	0

## Housing Needs of Families on the Section 8 Tenant- Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List Section 8 tenant-based assistance			
	# of families	% of total families	Annual Turnover
Waiting list total	422		59
Extremely low income <=30% AMI	332	79%	
Very low income (>30% but <=50% AMI)	90	21%	

<b>Housing Needs of Families on the Waiting List</b>			
<b>Section 8 tenant-based assistance</b>			
	<b># of families</b>	<b>% of total families</b>	<b>Annual Turnover</b>
Low income (>50% but <80% AMI)	0	0%	
Families with children	210	50%	
Elderly families	43	13%	
Families with Disabilities	143	34%	
Nondisabled, nonelderly, no children	81	19%	
White – Non-Hispanic	312	74%	
White - Hispanic	44	10%	
Black – Non-Hispanic	45	11%	
Black - Hispanic	11	3%	
Multi-racial – Non-Hispanic	3	<1%	
American Indian/Alaska Native-Hispanic	1	<1%	
Unspecified Race-Hispanic	5	1%	
Unspecified Race – Non-Hispanic	1	<1%	

**Subcomponent C: Strategies for Addressing Needs**

SCHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year is described below:

**To maximize the number of affordable housing units available to SCHA within its current resources, SCHA plans to:**

- Employ effective maintenance and management policies to maximize the number of affordable housing units occupied.
- Conducted Radon Testing to ensure a safe environment for the residents
- Reduce turnover time for vacated affordable housing units.
- Reduce time to renovate affordable housing units.
- Make capital improvements to the current housing stock as funding allows.
- Seek other affordable housing units through mixed finance development.
- Seek affordable housing units utilizing Housing Choice Voucher resources.
- Maintain or increase Housing Choice Voucher lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Undertake measures to ensure access to affordable housing among families assisted by the SCHA, regardless of unit size required.
- Maximize the Housing Choice Voucher lease-up rates and budget utilization subject to budget authority by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Maintain or increase Housing Choice Voucher lease-up rates by effectively screening Housing Choice Voucher applicants to increase owner acceptance of program
- Update Physical Needs Assessment and Energy Audit for all developments to identify



short-term and long-term improvements needed to ensure physical and economic viability of SCHA's housing stock.

**To increase the number of affordable housing units, the SCHA has or plans to:**

- ***Entered into an interagency agreement with the Pottsville Housing Authority authorizing PHA to issue HCV program vouchers within SCHA's jurisdiction in support of Independence Square LIHTC project located in Orwigsburg, Schuylkill County.***
- ***Attach Project Based Vouchers to the Cherry Street Commons Low-Income Housing Tax Credit development in Frackville.***
- Apply for additional Housing Choice Voucher units should they become available.
- Leverage affordable housing resources in the community through the creation of mixed- finance housing.
- Pursue housing resources other than public housing or Housing Choice Voucher tenant-based assistance.
- Explore the use of project-based voucher program to help ensure the viability of mixed-finance projects and other developments.

**To target available assistance to Homeless individuals and families:**

- Establish an admission preferences for chronically homeless applicants who are receiving case management assistance.
- Actively participate in initiatives to end homelessness to assist this population.
- Work collaboratively with community partners such as the Local Housing Options Team (LHOT) to find case management services for disabled formerly homeless individuals in Public Housing and the Housing Choice Voucher Program.

**To target available assistance to families at or below 30% of AMI, the SCHA plans to:**

- Employ admissions preferences aimed at families with economic hardships.
- Adopt rent policies to support and encourage work.

**To target available assistance to families at or below 50% of AMI, the SCHA plans to:**

- Employ admissions preferences aimed at families who are working.
- Adopt rent policies to support and encourage work.

**To target available assistance to the elderly, the SCHA plans to:**

- Work with local agencies that seek transitional housing for the elderly.
- Apply for special-purpose vouchers targeted to the elderly, should they become available.

**To target available assistance to families with disabilities, the SCHA plans to:**

- Carry out the modifications needed in affordable housing based on the Section 504 Needs
- Assessment for Affordable Housing.
- Apply for special-purpose vouchers targeted to families with disabilities, should they

become available.

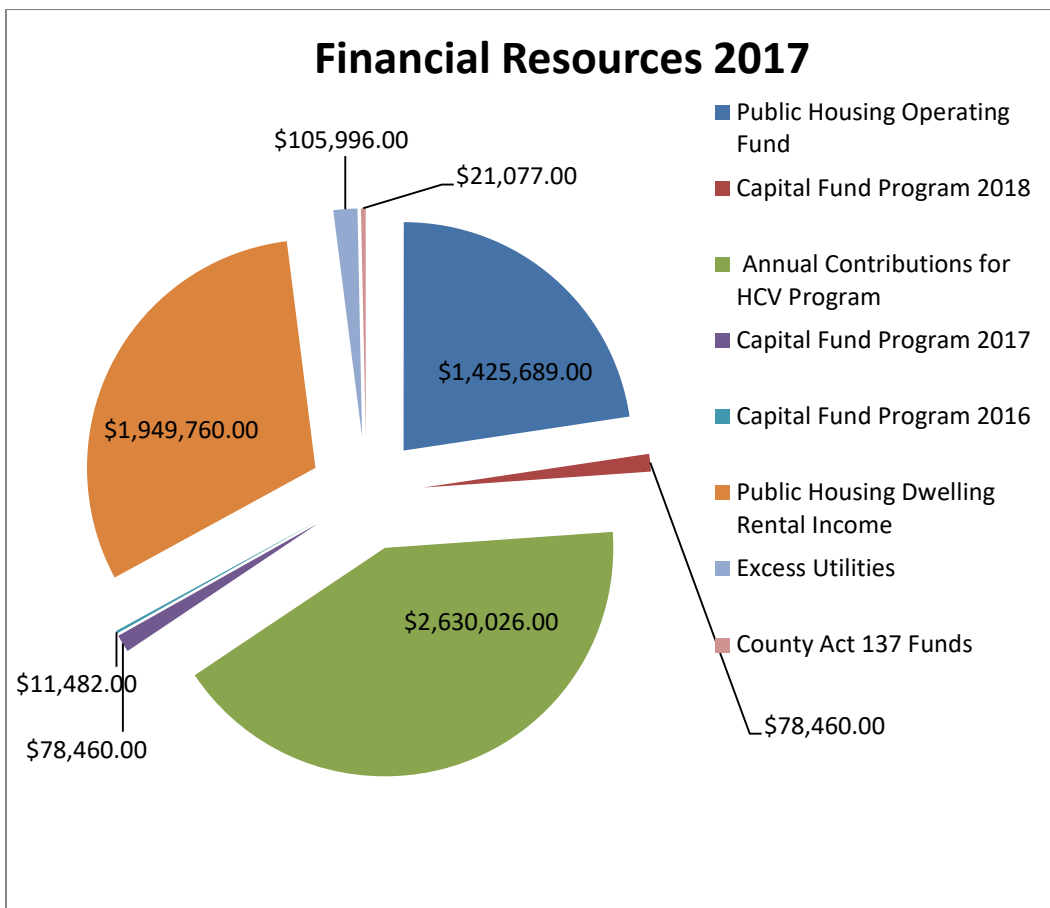
- Affirmatively market to local non-profit agencies that assist families with disabilities.
- Update SCHA's ADA Needs Assessment and Transition Plan

To conduct activities to affirmatively further fair housing, the SCHA plans to:

- Enter into a Memorandum of Understanding to collaborate with the Commonwealth of Pennsylvania for the preparation of the Assessment of Fair Housing in compliance with the requirements for Affirmatively Furthering Fair Housing found at 24 CFR §§5.150 through 5.180.
- Counsel Housing Choice Voucher tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
- Market the Housing Choice Voucher program to owners outside of areas of poverty/minority concentrations.

### Component Two: Statement of Financial Resources

In this component, SCHA provides information about the financial resources available to support the housing programs administered by the Authority and described in the Plan.



These include Federal resources such as Public Housing Operating Fund and Capital Fund, and Housing Choice Voucher Tenant-Based Assistance. In addition, SCHA's financial resources



includes public housing rental income, County Act 137 Funding and other income from non-Federal sources.

## Component Three: PHA Policies Governing Eligibility

### Selection, and Admissions

In this component, the Housing Authority provides information about the various discretionary policies for the eligibility, admissions and occupancy of both public housing and Section 8 tenant-based assistance

#### Eligibility, Selection, and Admissions Policies.

Affordable Housing Eligibility. Sections of the Public Housing Admission and Occupancy Policy indicate the primary descriptions of the suitability and eligibility requirements for SCHAs conventional Affordable Housing Program (formerly known as the “Public Housing Program”). Eligibility requirements for the Affordable Housing Program include family and household criteria, income verification and limits criteria; citizenship and eligible immigration status; successful passage of criminal history, previous landlord and background screening; option for previous landlord checks; documentation of Social Security numbers; and consent authorization documents.

The Housing Authority has made the following revisions to the Admission and Continued Occupancy Policy since the FY 2017 Agency Plan submission in accordance with the Streamlining Administrative Regulations:

#### **VAWA Final Rule Changes On October 27, 2016, HUD released the final rule implementing VAWA 2013 - 24 CFR 5.2005.**

The SCHAs will institute:

- The definition of “affiliated individual” to incorporate situations where an individual has guardianship over another individual who is not a child.
- The revised definition of “domestic violence” to incorporate a definition of the term, and to eliminate the cross-reference to “crime of violence,” a more restricting term.
- Ensure existing tenants receive HUD’s Notice of Occupancy Rights and accompanying certification form no later than one year after this rule takes effect, during the annual recertification or lease renewal process.
- To include in the lease and amendments the description of the specific protections afforded to the victims of VAWA crimes.
- Clarify that applicants may not be denied assistance and tenants may not have assistance terminated under a covered housing program for factors resulting from the fact that the applicant or tenant is or has been a victim of a VAWA crime.
- Establish Emergency transfer plan



- Tenant choice of documentation
- In cases of conflict, the tenant or applicant has 30 days to obtain third party documentation
- All tenants will receive all statutorily required notifications of their VAWA rights
- Confirms that VAWA protections and requirements apply to mixed finance developments
- Amends policy to reflect the requirements stated of Eligibility for VAWA Self Petitioners – 2016-12-14

**Smoke Free Final Rule** – HUD, Effective February 3, 2017, 24 CFR 965, 966

The SCHA will institute the smoke free policy for all Public Housing units and common areas effective April 1, 2018. The Smoke Free Policy includes the prohibited use of tobacco products, vapors, e-cigarettes, ENDS (electronic nicotine delivery systems) and waterpipes (hookah's). PHA will provide smoking cessation information. It is at the discretion of the PHA to offer designated smoking areas. To ensure enforcement, guidelines will be added to the lease. Violations will be issued for non-compliance and may result with lease termination. Copy of updated policy attached in Component Eighteen: Other Information.

Housing Choice Voucher Program Eligibility. Sections of the Housing Choice Voucher Program (formerly known as “Section 8”) Administrative Plan outline the eligibility, suitability, selection and admissions requirements for the Housing Choice Voucher Program (formerly known as “Section 8”) Program (“HCVP”). Eligibility requirements for HCVP include: family and household criteria; income verification and limits criteria; citizenship and eligible immigration status; successful passage of criminal history; previous landlord and other background screening; documentation of Social Security numbers; and consent authorization documents.

The Housing Authority has made the following revision to the Housing Choice Voucher Administrative Plan since the FY 2017 Agency Plan submission to include the following update:

**VAWA Final Rule Changes On October 27, 2016, HUD released the final rule implementing VAWA 2013 - 24 CFR 5.2005.** The PHA will institute:

- The definition of “affiliated individual” to incorporate situations where an individual has guardianship over another individual who is not a child.
- The revised definition of “domestic violence” to incorporate a definition of the term, and to eliminate the cross-reference to “crime of violence,” a more restricting term.
- Ensure existing tenants receive HUD’s Notice of Occupancy Rights and accompanying certification form no later than one year after this rule takes effect, during the annual recertification or lease renewal process.
- To include in the lease and amendments the description of the specific protections afforded to the victims of VAWA crimes.



- Clarify that applicants may not be denied assistance and tenants may not have assistance terminated under a covered housing program for factors resulting from the fact that the applicant or tenant is or has been a victim of a VAWA crime.
- Establish Emergency transfer plan
- Tenant choice of documentation
- In cases of conflict, the tenant or applicant has 30 days to obtain third party documentation
- All tenants will receive all statutorily required notifications of their VAWA rights
- Confirms that VAWA protections and requirements apply to mixed finance developments
- Amends policy to reflect the requirements stated of Eligibility for VAWA Self Petitioners – 2016-12-14

Administrative Plan: Revised page 215 of the Administrative Plan that eliminates the language regarding the opportunity to port if the family has been a resident of the County for 12 months prior to application.

Deconcentration Procedures.

Selection Method of the Admission and Occupancy Policy explains that SCHA provides for deconcentration of poverty and encourages income mixing by ensuring that families are housed in a manner that will prevent, to the extent practicable, a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the SCHA is to house no less than 40% of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. In addition, the SCHA will take reasonable actions to ensure that no individual development has a concentration of higher or lower income families in one or more of the developments.

To accomplish the deconcentration goals, the SCHA contemplates taking the following actions:

- At the beginning of each SCHA fiscal year, the SCHA will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous SCHA fiscal year.
- Moreover, to accomplish the goals of deconcentration, to the extent practicable, SCHA annually will monitor the average income of all families residing in all of SCHA's covered developments to determine SCHA's progress in meeting its deconcentration goals and if appropriate, make modifications to address any concerns that arise from the monitoring analysis.

The Regulations indicate that, if all developments have average incomes between 85 and 115 percent of the overall average, then it is presumed that there is no need for further consideration. In the following table, the average incomes at 7 of the 9 developments are within



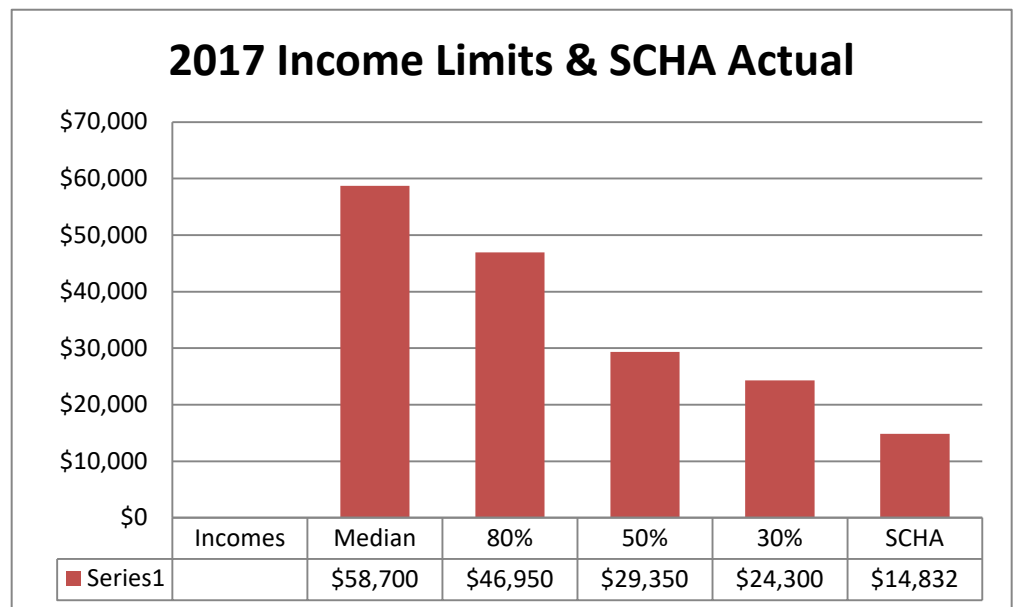
85 and 115 percent of the overall average and 2 are not. However, when we look at the averages for each AMP, we find that all 3 are within 85 and 115 percent of the overall average.

AMP 1	Average Income	% of Average
Shenandoah High Rise	\$15,077.00	102%
Shenandoah Family	\$16,836.00	114%
Ashland High Rise	\$12,357.00	84%

AMP 2	Average Income	% of Average
Minersville High Rise	\$12,907.00	87%
Cass-Minersville Family	\$16,866.00	114%
St. Clair Family	\$14,735.00	100%

AMP 3	Average Income	% of Average
Coaldale Elderly/Family	\$12,102.00	82%
Schuylkill Haven High Rise	\$15,386.00	104%
Schuylkill Haven Family	\$16,731.00	113%

The implementing regulations further indicate that if the average incomes of all family developments are less than the Extremely Low Income level (30 percent of median), then no further action is required even if there is a substantial difference. The 2017 median income for Schuylkill County is \$58,700. HUD has established \$24,300 as the average extremely low income level for Schuylkill County for



2017. The average incomes of all the family developments are below 30 percent of the area median income. The average income of family occupants is 25 percent of the area median.

Waiting List Procedure.

Sections of the Admission and Occupancy Policy outline the SCHA Waiting List Procedure for affordable housing. The SCHA Affordable Housing Program maintains Community-Wide Waiting Lists for all developments. Interested persons may apply for



admission to Affordable Housing at the SCHA Administrative Office, 245 Parkway, Schuylkill Haven, PA, at any of the project offices, or may contact the office for a reasonable accommodation.

SCHA maintains separate waiting lists for Housing Choice Voucher Program, as outlined in the Housing Choice Administrative Plan. Interested persons may apply for admission for Housing Choice assistance at the Administrative Offices located at 245 Parkway, Schuylkill Haven, PA when the applicable waiting list is open or may contact the office for a reasonable accommodation.

#### **Component Four: Rent Determination Policies**

A family's income is used to calculate the family's rent payment. The SCHA uses the policies and methods described in the Public Housing Admission and Occupancy Policy, as well as HUD regulations, to ensure that only eligible families receive assistance and that no family pays more or less than its obligation under the regulations. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions).

**The Following is a Summary of SCHA's Rent Determination Policies [24 CFR Part 903.12(b), 903.7(d)]**

#### **A. Public Housing**

##### **(1) Income Based Rent Policies**

The following describes SCHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions:

**Use of discretionary policies:** SCHA does not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions).

**Minimum Rent:** SCHA has established \$50.00 as a minimum rent and has adopted the following discretionary minimum rent hardship exemption policies:

- The family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstance, including loss of employment;
- A death in the family has occurred; and
- Other circumstances determined appropriate and acceptable by the Housing Authority or the Department of Housing and Urban Development

SCHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income.

**Rent re-determinations:** Tenants must report changes in income or family composition to SCHA any time the family experiences such changes that may result in an adjustment to rent. Any time a family experiences an income increase above the following threshold amount: interim increase in rent due to a change in income shall only be implemented when the total annual gross income increases three thousand five hundred dollars (\$3,500) or more, except:

- (1) if a new member is added to the lease, an adjustment will be made regardless of the amount of income; or
- (2) if a tenant paying a minimum rent (\$50) obtains income from any source, an adjustment will be made regardless of the amount of income.

SCHA does not plan to implement individual savings accounts for residents (ISA) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year.

**(2) Flat Rents:** In setting the market-based flat rents, SCHA utilizes the Flat Rents approved by the Board which is based on a percentage of the current FMRs to establish a flat rent for each development.

SCHA also utilizes flat rents and ceiling rents, as outlined in Public Housing Admission and Occupancy Policy. Flat rents are market-based rents, which vary by unit size and type and by development location. SCHA has established the Flat Rents for the Public Housing Program effective October 1, 2017 for all new admissions and annual reexaminations with an effective date of November 1, 2017 as follows:

**FY 2017-2018 Flat Rents By Occupancy and Unit Bedrooms**

	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five-Bedroom
<b>ALL SCHA Units</b>	<b>\$562</b>	<b>\$565</b>	<b>\$698</b>	<b>\$933</b>	<b>\$1,019</b>	<b>\$1,172</b>

Once each year, only at admission or at the annual recertification, all residents are offered the choice of paying an income-based rent or the flat rent. Flat rents represent the actual market value of SCHA’s housing units. Flat rents provide an incentive for families to remain in affordable housing until they are ready to transition to conventional housing markets or homeownership.

**B. Section 8 Tenant-Based Assistance**

In SCHA’s Housing Choice Voucher Tenant-Based Assistance Program, SCHA’s rent payment standard is set at 100% of the 2018 Fair Market Rents (FMR). SCHA has established the Payment Standards for the Housing Choice Voucher Program effective October 1, 2017 for



all new contracts and annual reexaminations with an effective date of November 1, 2017 as follows:

**PAYMENT STANDARDS-EFFECTIVE 10/1/2017  
For 2017-2018 FMRs By Unit Bedrooms**

	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five-Bedroom
<b>FY 2018 FMR</b>	<b>\$562</b>	<b>\$565</b>	<b>\$698</b>	<b>\$933</b>	<b>\$1,019</b>	<b>\$1,172</b>
<b>Payment Standard</b>	<b>\$562</b>	<b>\$565</b>	<b>\$698</b>	<b>\$933</b>	<b>\$1,019</b>	<b>\$1,172</b>

The payment standards are reevaluated annually by SCHA for adequacy. SCHA will consider the success rates of assisted families in locating and leasing affordable housing that meets HQS in its assessment of the adequacy of its payment standard.

SCHA’s minimum rent for the public housing and Section 8 programs is \$50.00. SCHA has adopted a minimum rent hardship exemption policy for residents/participants paying the minimum rent.

SCHA has adopted the following discretionary minimum rent hardship exemption policies:

- the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program;
- the family would be evicted as a result of the imposition of the minimum rent requirement;
- the income of the family has decreased because of changed circumstance, including loss of employment;
- a death in the family has occurred; and
- other circumstances determined appropriate and acceptable by the Housing Authority or the Department of Housing and Urban Development .

**Component Five: Operations and Management**

SCHA maintains its units in accordance with its Admission and Occupancy Policy, Administrative Plan or other governing policy documents, as well as the use of “best practices” prevalent for multi-family housing. As applicable to each housing program, SCHA employs standardized routine and non-routine maintenance protocols, UPCS inspections, Rent Reasonableness determinations, HQS Inspections, Emergency Inspections, Rent Collection, Periodic Pest Eradication Spraying (for owned units only) and Housekeeping practices and policies designed to enhance the livability housing units owned, assisted, or operated by SCHA.



***The Housing Authority recently updated its Resident Council Policy to ensure compliance with the HUD regulations at 24 CFR 964 and to provide standard guidance to resident organizations. (Attachment A)***

**Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

The Schuylkill County Housing Authority has adopted an asset management philosophy that seeks to maximize the value of its assets, and guides all decisions for its financial well-being as well as its clients. The Housing Authority's transformation to asset management, include the following:

### **Asset Management Plan**

1. **Financial Assessment:** Prepare financial assessments of each property based on actual income, repair costs, administrative expenses and utility costs. Monitor income, expenses, and cash flows to track trends in financial performance.
2. **Historical Operating Analysis:** Maintain and analyze the historical operating results for each of the Authority's asset management properties. Compare the financial performance of each asset management property with indicators from comparable properties in the affordable housing industry. Analyze trends if the property is losing money and develop solutions.
3. **Physical Needs Assessment:** Utilize the recently completed comprehensive Physical Needs Assessment to cure deferred maintenance and physical deterioration. The assessment addresses remaining useful short life components. The PNA identifies functional obsolescence, both curable and incurable and provides information that will assist in the scheduling of future capital expenditures and replacements.
4. **Viability Analysis:** SCHA performed a portfolio evaluation to determine the most appropriate use of each site. Portfolio evaluation is a major asset management planning tool. The Viability Analysis provides SCHA with key benefits to: integrate the physical and financial characteristics of the housing with market conditions to develop highest and best use; evaluate alternative treatments and strategies in light of available resources; and prioritize future actions and clarify strategies going forward.
5. **Energy Performance Audit:** Utilize the recently completed Energy Performance Audit of each of SCHA's public housing developments to reduce utility costs by implement energy cost savings recommendations. Areas addressed in the energy performance audit findings include: reduce operating costs by updating and upgrading the HVAC systems, installing additional insulation and weather stripping where indicated, and installing energy efficient windows, replacing inefficient and wasteful shower heads, faucets, toilets, etc. and revamping lighting and electrical systems with energy/cost saving alternatives.

### ***PERFORMANCE EXCELLENCE***

1. **Public Housing:** Maintain “High Performer” status under HUD’s Public Housing Assessment System (PHAS). Ensure that SCHA properties continue to be managed to the highest possible standards, including thorough and uniform applicant eligibility determination, fair lease enforcement, regular preventative maintenance, prompt responses to maintenance work orders, full occupancy and timely turnover of vacant units, timely and accurate reporting of financial data, and all other components of quality property management and maintenance. Continue implementing “project-based accounting” as required by the new Public Housing Operating Fund rule. Continue to advocate for full funding and program reform.
2. **Section 8 Housing Choice Vouchers:** Maintain “High Performer” status under HUD’s Section 8 Management Assessment Program (SEMAP). Maintain high utilization of vouchers and budget without exceeding authorized limits. Continue to advocate for full voucher funding and program reform.
3. **Capital Improvements:** Continue renovating public housing properties and making capital improvements which promote fire safety and life safety as well as preserve the asset. Maintain high quality and timely design, bidding and construction. Continue to actively involve residents, staff and the community in planning capital improvements.

### ***EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT***

1. **Equal Opportunity and Diversity:** Promote and enforce equal employment opportunity and affirmative action. Attract and retain a diverse and qualified work force. Manage workplace diversity by fostering respect for and valuing of diversity.
2. **Employee and Organizational Development:** Promote education, growth and advancement of employees through career planning, training opportunities and other resources. Continue internal rethinking strategies to promote organizational development, continuous improvement, and appropriate responses to budget challenges and program changes.
3. **Safety and Security:** Maintain safety and security at all SCHA housing and work sites for residents, staff and the public. Promote non-violence in all aspects of the SCHA’s work. Continue making physical improvements to properties that enhance safety and security.

### ***RESPECTED AND RESPONSIVE COMMUNITY PARTNER***

1. **Fair Housing:** Work cooperatively with community representatives and other units of government to ensure non-discrimination in SCHA programs and to affirmatively further fair housing objectives. Promote the value of diversity and respect for differences.
2. **Linking Residents to Community Services:** Promote links to community services through SCHA Community Centers and at other sites to meet the changing needs of SCHA residents, focusing on programs and services that enrich residents’ lives, promote independence, increase community involvement and support successful tenancies in public housing. Continue and promote transitional housing and other assisted living programs.



3. **Housing Preservation and Development:** Work with other agencies and organizations to preserve, develop, and/or manage affordable housing and other cooperative and entrepreneurial efforts. Seek out opportunities to produce additional affordable housing with federal resources (such as Replacement Vouchers) and/or other methods.
4. **Leadership Responsibilities:** Continue to advocate for full funding and program reform, including additional reform to HUD’s “Asset Management” guidance. Continue to provide assistance to other housing authorities and organizations seeking organizational development, business systems, or program support.

### Component Six: PHA Grievance Procedures

The Admission and Occupancy Policy outlines the SCHA’s Grievance Procedure for affordable housing applicants and residents. The grievance procedure includes the necessary standards and criteria established for SCHA residents to have a fair opportunity for a hearing or informal conference regarding any SCHA action of failure to act involving residents’ lease, rights, duties, welfare, or status.

### Component Seven: Capital Improvement Needs

The following Table outlines the Capital Improvement Needs proposed for 2018:

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Total Estimated Cost
<b>PHA Wide</b>	1406 Operations	<b>\$155,152</b>
<b>PHA Wide</b>	1408 Management Improvements Automated Systems Updates (Computer software updates)	<b>\$5,000</b>
<b>PHA Wide</b>	1410 Administration	<b>\$76,146</b>
<b>PHA Wide</b>	1430 Fees and Costs	<b>\$97,000</b>
<b>PA016-1</b>		
<b>Shenandoah High Rise</b>	1460 Dwelling Structures – Replace Security System.	<b>\$13,500</b>
<b>Shenandoah Family Development</b>	1475 Non-Dwelling Equipment – Replace Security System	<b>\$44,725</b>
<b>Ashland High Rise</b>	1460 Replace 1 emergency generator 1460 Replace Security System	<b>\$100,000</b> <b>\$11,705</b>
<b>PA016-2</b>		
<b>Minersville High Rise</b>	1460 Dwelling Structures – Replace Boiler System Heating Valves 1460 Replace Security System	<b>\$146,500</b> <b>\$15,732</b>
<b>Minersville Family Development</b>	1475 Non-Dwelling Equipment – Replace Security System	<b>\$74,000</b>



Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Total Estimated Cost
<b>PA016-3</b>		
<b>Schuylkill Haven High Rise</b>	1460 Dwelling Structures – Replace nurse call stations	<b>\$40,000</b>
	<b>Total Costs for Developments</b>	<b>\$781,460</b>

Improvements related to energy conservations measures total \$246,500. We would also note that \$4,000 is being budgeted to address additional radon testing.

The following are the Work Statements for 2019 through 2022

<u>Work Statement for 2019:</u>	Estimated Cost
<b>Operations, Management Improvements, Administration, Fees and Costs</b>	\$ 246,460.00
<b>AMP 1</b>	
<b><u>Shenandoah Family Development</u></b>	
<b>Sidewalk Replacement</b>	\$ 100,000.00
<b><u>Ashland High Rise</u></b>	
<b>Kitchen Replacement</b>	\$ 150,000.00
<b>AMP 2</b>	
<b><u>Cass-Minersville Family Development</u></b>	
<b>Underground Electric Line Replacement</b>	\$ 25,000.00
<b>Two ADA Ramps - 318 and 320</b>	\$ 25,000.00
<b>Replace Sidewalks - North &amp; Carbon</b>	\$ 70,000.00
<b><u>St. Clair Family Development</u></b>	
<b>Underground Electric Line Replacement</b>	\$ 20,000.00
<b>Pave Parking Lot</b>	\$ 25,000.00
<b>AMP 3</b>	
<b><u>Coaldale Housing Development</u></b>	
<b>Pave Parking Lot</b>	\$ 20,000.00
<b><u>Schuylkill Haven Family Development</u></b>	



Sidewalk Replacement	\$ 100,000.00
<b>TOTAL</b>	
	<b>\$ 781,460.00</b>

<u>Work Statement for 2020:</u>	Estimated Cost
<b>Operations, Management Improvements, Administration, Fees and Costs</b>	\$ 309,321.00
<b><u>AMP 1</u></b>	
<b><u>Shenandoah Family Development</u></b>	
Refrigerator Replacement	\$ 20,000.00
Pave Parking Lot	\$ 20,000.00
Entrance Door Replacement	\$ 15,000.00
Storm Door Replacement	\$ 5,000.00
Electrical Closet Door Replacement	\$ 5,000.00
<b><u>AMP 2</u></b>	
<b><u>Minersville High Rise</u></b>	
Refrigerator Replacement	\$ 15,000.00
<b><u>Cass-Minersville Family Development</u></b>	
Refrigerator Replacement	\$ 15,000.00
<b><u>St. Clair Family Development</u></b>	
Sidewalk Replacement	\$ 140,000.00
Repave Parking Lot	\$ 20,000.00
<b><u>AMP 3</u></b>	
<b><u>Coaldale Housing Development</u></b>	
Security System Replacement	\$ 65,000.00
Refrigerator Replacement	\$ 10,500.00
Entrance Door Replacement	\$ 45,000.00
Storm Door Replacement	\$ 18,000.00
<b><u>Schuylkill Haven High Rise</u></b>	
Repave Parking Lot	\$ 12,639.00
<b><u>Schuylkill Haven Family Development</u></b>	
Entrance Door Replacement	\$ 40,000.00



Storm Door Replacement	\$ 16,000.00
Refrigerator Replacement	\$ 10,000.00
<b>TOTAL</b>	
	<b>\$ 781,460.00</b>

<u>Work Statement for 2021:</u>	Estimated Cost
Operations, Management Improvements, Administration, Fees and Costs	\$ 153,960.00
<b>AMP 1</b>	
<b><u>Ashland High Rise</u></b>	
Roof Replacement	\$ 75,000.00
Emergency Generator Replacement	\$ 60,000.00
<b>AMP 2</b>	
<b><u>Minersville High Rise</u></b>	
Roof Replacement	\$ 75,000.00
Security Fencing Installation	\$ 25,000.00
<b><u>Cass-Minersville Family Development</u></b>	
Sidewalk Replacement	\$ 90,000.00
Entrance Door Replacement	\$ 20,000.00
Storm Door Replacement	\$ 7,500.00
<b>AMP 3</b>	
<b><u>Coaldale Housing Development</u></b>	
Underground Heating Pipe Replacement	\$ 70,000.00
<b><u>Schuylkill Haven High Rise</u></b>	
Water Line Replacement	\$ 100,000.00
Waste Line Replacement	\$ 30,000.00
Roof Replacement	\$ 75,000.00
<b>TOTAL</b>	
	<b>\$ 781,460.00</b>

<u>Work Statement for 2022:</u>	Estimated Cost
Operations, Management Improvements, Administration, Fees and Costs	\$ 208,160.00



<b><u>AMP 1</u></b>	
<b><u>Shenandoah High Rise</u></b>	
Manablocks	\$ 10,000.00
Toilet Valves	\$ 2,000.00
<b><u>Shenandoah Family Development</u></b>	
Doors	110,00.00
Pave Lots	\$ 25,000.00
<b><u>Ashland High Rise</u></b>	
Toilet Valves	\$ 1,300.00
<b><u>AMP 2</u></b>	
<b><u>Minersville High Rise</u></b>	
Garbage Chute Door Abatement	\$ 100,000.00
Boiler Replacement	\$ 50,000.00
<b><u>Cass-Minersville Family Development</u></b>	
Entry Doors	\$ 40,000.00
Storm Doors	\$ 20,000.00
Pave Lots	\$ 25,000.00
<b><u>AMP 3</u></b>	
<b><u>Schuylkill Haven High Rise</u></b>	
Bathroom Replacement	\$ 300,000.00
<b>TOTAL</b>	
	<b>\$ 781,460.00</b>

### **Component Eight: Demolition and Disposition**

### **Component Nine: Designation of Public Housing**

### **Component Ten: Conversion of Public Housing**

### **Component Eleven: Homeownership**

The Housing Authority is administering a Homeownership Program utilizing its Housing Choice Vouchers.

### **Component Twelve: Community Service and Self-Sufficiency**

SCHA has employed a collaborative approach to the provision of programs, services and amenities regarding Community Service and Family Self-Sufficiency activities. SCHA



entered into a cooperative agreement with its local Welfare (“TANF”) Agency on to share information and/or target supportive services as contemplated by section 12(d)(7) of the Housing Act of 1937. Other coordination efforts between the SCHA and TANF Agency include: (i) client referrals; (ii) information sharing regarding mutual clients (for rent determinations and otherwise); (iii) coordinating the provision of specific social and self-sufficiency services and programs to eligible families; (iv) other like activities.

In addition, both the Admission and Occupancy Policy and Housing Choice Administrative Plan outline specific guidelines for Community Service and Family Self-Sufficiency Independence initiatives.

***The Housing Authority has a total of 606 occupied households consisting of 995 residents. Of the 995 residents, 718 are considered eligible to participate in the community services or self-sufficiency requirement of which, 592 meet the exemptions listed in 24 CFR 960.60 and are not required to complete the CSSR requirements. The Housing Authority will continue to pursue those individuals who are not meeting the requirements of CSSR in accordance with the Authority’s CSSR policy and HUD regulations in order to ensure compliance.***

#### Policies or Programs for Economic and Social Self-sufficiency.

SCHA will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families:

- Affordable Housing Admissions policies;
- Housing Choice Voucher Program Admissions policies;
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the SCHA;
- Preference/eligibility for Affordable Housing homeownership option participation;
- Preference/eligibility for Housing Choice Voucher Program homeownership option participation; and
- Preferences for homeownership units built by SCHA to families who have successfully completed SCHA’s Family Self-Sufficiency and homeownership programs.

SCHA’s FSS Action Plan addresses the activities SCHA plans to take to achieve at least the minimum program size for the FSS participants.

#### **Homelessness**

***The Schuylkill County Housing Authority is an active member/participant in the Local Housing Options Team (LHOT) which is a collaborative of social services agencies and other public and private organizations that serve Schuylkill County and promotes safe, affordable, accessible housing choices for persons with disabilities and homeless persons.***

***In addition, the Housing Authority has proposed an amendment to the Local Preference Category in both the Admission and Occupancy Policy and Housing Choice Voucher Administrative Plan to eliminate the following language from the “Resident of Schuylkill County” preference: “Note: Persons residing in shelters or half-way houses are considered temporary residences and therefore do not qualify as a permanent resident of Schuylkill County.”***

The Housing Authority will therefore recognize *persons residing in shelters or half-way houses in Schuylkill County as qualifying for the “Resident of Schuylkill County” preference.*

### **Other Supportive Service Activities**

*The Schuylkill County Housing Authority sponsors a Supportive Services Provider Fair at the Schuylkill Haven, Minersville, Ashland, and Shenandoah High Rise developments for the elderly and persons with disabilities. These service providers include:*

- **AHEDD**
- **Allied Services**
- **Community Development Block Grant (Fair Housing)**
- **Northwestern Human Services**
- **Nutrition Links**
- **Office of Senior Services**
- **Resources for Human Development**
- **Schuylkill Community Action**
- **Schuylkill Women in Crisis**
- **Servants to All**
- **Service Access and Management, Inc.**
- **Suicide Prevention Task Force**
- **Supportive Services for Veteran Families**
- **Opportunity House**

In addition, the Penn State Cooperative Extension provides a Nutrition Program at the family developments designed to facilitate positive behavior changes to help build caring, safe and healthy communities. The program provides guidelines for individuals aged 2 and over to improve the quality and content of their diet and lifestyle to lower their risk of chronic diseases and conditions.

### **Community Service and Income Changes.**

SCHA will comply with the community service and treatment of income changes resulting from welfare program requirements in strict accordance with the applicable provisions in SCHA’s Admission and Occupancy Policy, Administrative Plan, Lease and other key program documents.

### **Component Thirteen: PHA Safety and Crime Prevention**

SCHA works closely with law enforcement agencies to ensure the safety of its public housing residents and to promote safety and crime prevention with its public housing developments, including the following:

1. Local police conduct criminal history background checks in an effort to enforce 1 strike policy
2. Local police provide up to date information regarding criminal activity on or near the public housing developments
3. Police cooperation with SCHA in hearings involving drugs and other criminal activities
4. Police cooperate with state and federal (OIG) for local drug and fraud cases involving housing participants



5. Police inform SCHA of registered sex offenders
6. SCHA has installed and updated exterior and interior camera security system in elderly and family developments.

### **Component Fourteen: Pet Policy**

The Public Housing Admission and Occupancy Policy explains SCHA's policies on pet ownership in designated communities. The rules adopted are reasonably related to the legitimate interest of SCHA to provide a decent, safe and sanitary living environment for all residents, and to protect and preserve the physical condition of the property, as well as the financial interest of SCHA. Generally, the rules require that residents: (i) identify all pets, (ii) have pets inoculated and licensed according to state and local laws; (iii) show annual updates on pet certifications; (iv) become subject to increased unit inspections to determine damage to the unit caused by pets; (v) pay a pet deposit; and (vi) ensure that the pet does not become a nuisance to the other residents in the community.

### **Component Fifteen: Civil Rights Certifications**

**SCHA is currently updating its ADA Self-Evaluation and Transition Plan and continues to work with local agencies to improve access to its programs and services, through the following activities and actions:**

#### Civil Rights

SCHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing. SCHA has adopted policies that promote non-discrimination, as outlined in the Public Housing Admission and Occupancy Policy and the Housing Choice Administrative Plan. In accordance to Civil Rights Laws, SCHA prohibits discrimination on the basis of race, color, sex, age, religion, national origin, disability, handicap, and family status. SCHA policies ensure consistent application of program rules, services, and procedures for all applicants and participants. Further, SCHA ensures that persons with disabilities are provided reasonable accommodation, as described by Section 504 of the Rehabilitation Act of 1973, Fair Housing Amendments Act of 1988, and Title II of the Americans with Disabilities Act of 1990.

#### Analysis of Impediments to Fair Housing Choice.

SCHA reviews its policies, at least annually, to identify any impediments to fair housing choice within the programs administered. When it is found that impediments exist, the SCHA revises its policies, redesigns the applicable procedures, and provides training to the staff to address and manage areas of concern or potential exposure.

#### Affirmatively Further Fair Housing.

SCHA is part of a community partnership which works with the County and advocacy organizations affirmatively to further fair housing by providing training and guidance within the locality. Information is disseminated countywide utilizing local newspapers, radio, television, and other local media. To support the County's commitment to non-discrimination and equal opportunity in housing, the SCHA makes special efforts to assure that housing programs assisted with federal or local funds are made widely known throughout the community.



SCHA affirmatively markets to races and ethnicities shown to have disproportionate housing needs through local service providers. To provide applicants with an alternative form of communication, if required the SCHA procures services from a qualified sign language interpreter, as well as have written materials explained orally by staff either in person or by telephone.

### **Component Sixteen: Fiscal Audit**

Francis J. McConnell, CPA, who conducted an independent audit of the Housing Authority as of March 31, 2017, stated "..., Schuylkill County Housing Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2017."

### **Component Seventeen: PHA Asset Management**

The Schuylkill County Housing Authority management of its public housing developments emphasizes the most cost effective way to operate, manage and maintain its housing portfolio and to provide for present and future tenants and the communities. The Authority has identified 3 Asset Management Properties (AMPs) that are identified as AMP 1 consisting of the Shenandoah High Rise, Shenandoah Family Development and the Ashland High Rise; AMP 2 consisting of Minersville High Rise, Minersville Family Development and St. Clair Family Development; and AMP 3 consisting of Schuylkill Haven High Rise. The Housing Authority has contracted with Energy Consulting Services to prepare an updated Physical Needs Assessment and Energy Audit for each of its developments which will provide the Authority with framework for the evaluation and prioritization of capital improvements and the long-term sustainability and viability for each development. Upon completion of the PNA and EA, a copy will be submitted to the Philadelphia HUD Office.

### **Component Eighteen: Other Information**

In this component, the SCHA provides information regarding several topics, including its Resident Advisory Board and Resident Membership in the PHA's Governing Board.

### **Resident Membership on SCHA's Governing Board**

Rose Marteslo, of the Cass-Minersville Family Development serves as the Resident Member on the Housing Authority's Board of Commissioners.

### **Resident Advisory Board**

#### **SECTION 8**

Robert Dembinsky – 534 N. Delaware Avenue, Minersville, PA 17954  
Wilamina Akram – 14 Locust Street, Minersville, PA 17954  
William Thomas – 222 East Broad Street, Apt. 1006, Tamaqua, PA 18252

#### **PUBLIC HOUSING**

#### **16-2 – Coaldale Housing Development:**

Joyce Acosta – Unit 313

Luis Ontiveros – Unit 321  
Ted Smith – Unit 343

**16-3 – Minersville High Rise:**

Jimmy Evans, Jr. – Unit 1003  
Rhonda Weaver – Unit 306  
Helen Platko – Unit 208  
William Russell – Unit 501  
Barbara Tonche – Unit 209

**16-5 – Schuylkill Haven High Rise:**

Tina Drey – Unit 208  
Dorothy Bieski – Unit 602  
Joan Fisher – Unit 1201  
Leona Walck – Unit 203

**16-7 – Shenandoah High Rise:**

Joanne Negron – Unit 611

**16-8 Shenandoah Family Development:**

**16-10 – Cass-Minersville Family Development:**

Rose Marteslo – Unit 318

**16-12 – St. Clair Family Development:**

**16-13 – Schuylkill Haven Family Development:**

**16-14 – Ashland High Rise:**

***RESIDENT ADVISORY BOARD MEETING:***

**10:00 AM – Schuylkill County Housing Authority Main Office**

1. Central air for the Schuylkill Haven High Rise
2. Water is too hot at the Coaldale Housing Development.
3. The Board agreed with no smoking on Housing Authority property.
4. There is a problem with people smoking in their units.



5. The minimum rent of \$50 is good.
6. Community service is a good thing.
7. There is a problem with non-residents parking in the lot.
8. It is a good idea for the Housing Authority to have a Section 8 participant use their voucher in Schuylkill County for one year before moving.

### *Comments from Residents*

#### **Project PA-16-2 – Coaldale Housing Development – November 20, 2017**

(8 residents in attendance)

1. It was asked if there would be a vote on the no smoking policy – it was discussed that it is a HUD requirement.
2. Everyone agreed that everybody should pay at least a \$50 minimum rent.
3. It was asked when they are getting storm doors – it is in plan for 2020.
4. A tenant suggested forming a tenant council.

#### **Project PA-16-3 – Minersville High Rise and Project PA-16-10 – Cass- Minersville Family Development (meeting combined) – November 15, 2017**

(23 residents in attendance)

1. Curb cuts around building should be looked into.
2. There is a great need to fix things up but it takes a lot of money that the government doesn't understand.
3. Discussion was held on no smoking policy. It is a HUD regulation.
4. People are smoking in their apartments.
5. Can anything be done to make building more secure?

#### **Project PA-16-5 – Schuylkill Haven High Rise – November 21, 2017**

(13 residents in attendance)

1. No smoking policy was discussed. Two residents stated it was a good idea. One asked what happens if people are caught smoking on the property. It was explained that there will be warnings and possible eviction.
2. It is a good idea for the Housing Authority to have a Section 8 participant use their voucher in Schuylkill County for one year before moving.
3. Everyone agreed that it is a good idea to keep minimum rent at \$50.
4. Heat is not adequate in community room.
5. There should be walk-in showers in all of the apartments.
6. Community service is a good idea.
7. Can a 40 year old homeless person get into housing? They were told the person should come in to apply.
8. It was asked if a background check is done on everyone. Yes, background checks are completed for all applicants.

**Project PA-16-7 – Shenandoah High Rise – November 16, 2017**

(23 residents in attendance)

1. When will stoves be replaced?
2. When will refrigerators be replaced?

**Project PA-16-8 – Shenandoah Family Development – November 16, 2017**

(1 resident in attendance)

No comments.

**Project PA-16-12 – St. Clair Family Development – November 15, 2017**

(1 resident in attendance)

1. Tenant was happy to hear about repaving of parking lots and new sidewalks.

**Project PA-16-13 – Schuylkill Haven Family Development – November 21, 2017**

(No residents in attendance)

**Project PA-16-14 – Ashland High Rise – November 16, 2017**

(9 residents in attendance)

1. Tenants would like vanities in bathrooms, new stoves and refrigerators, ceiling light with fan in bedrooms and ceiling fans in living room.
2. One tenant said he cannot hear alarm (strobe light was installed for tenant).

**Violence Against Women Act Report**

The goal of the Schuylkill County Housing Authority is to fully comply with the Violence Against Women Act (VAWA). It is our objective to work with others to prevent offenses covered by the VAWA to the degree we can.

The Schuylkill County Housing Authority works in cooperation with the following agencies:

**Schuylkill Women in Crisis**

The Schuylkill Women in Crisis is a private, non-profit organization to provide services to victims of domestic violence in Schuylkill County.

In addition to assisting victims, this agency is working to confront the societal issues that contribute to this problem. The agency provides services to all

individuals regardless of gender, especially women and children who are most vulnerable to this problem. These services include, but are not limited to:

- Counseling for individuals and groups related to domestic violence for adults and children.
- Emergency shelter to victims of domestic violence and their children.
- Transitional housing to assist women in becoming socially and economically independent.
- Legal representations, systems advocacy, and courtroom accompaniment for victims of domestic violence.
- 24-hour crisis hotline.
- Community education and prevention presentations.
- Systems advocacy with local policy makers to improve system response to victims.

### **Schuylkill County Children and Youth Services**

SCHA works with the County Children and Youth Services Office to provide the necessary services to help preserve the family unit. The agency will provide temporary, alternative living arrangements for children when necessary, while providing services directed at reunification of troubled families. The Agency's primary concern while providing all services is the safety and well being of the child.

The Children and Youth Agency provides service to children and families. The Agency offers both In-Home and Placement services.

**IN-HOME SERVICES:** Service Planning, General Protective Services (Child Abuse), Day Treatment (Operation Plus Program), Homemaker Services, (Individual, Family and Group), Therapeutic Intervention for Families (TIF) and Independent Living Services.

**PLACEMENT SERVICES:** Foster Care (Specialized and Traditional), Group Home Services (Cloud Home), Contracted Services (Foster, Group and Facility), Adoption Services, Emergency Shelter Services.

### **Victim-Witness Services, Schuylkill County District Attorney's Office**

The Housing Authority also works in partnership with Schuylkill County District Attorney's Office, Victim-Witness Services that offers information on Victims' Rights and Services in the Criminal Justice System and in the Community.

The Schuylkill County Victim/Witness Assistance Program provides services to all victims and witnesses of crime who request such, in accordance and compliance with the Pennsylvania Crime Victims "Bill of Rights," Act 111 of 1998 and the Standards set forth by the Pennsylvania Commission on Crime and Delinquency. The Victim/Witness Assistance Program's goal is to treat all victims and witnesses with respect and dignity and to encourage and support their participation in the criminal justice system to the level and extent they choose however possible.

The Housing Authority has the following procedures in place to assure applicants, residents and participants are aware of their rights and responsibilities under the Violence Against Women Act:

- All residents and participants have been notified of their rights and responsibilities under the Violence Against Women Act.
- The orientation for new residents and participants includes information on their rights and responsibilities under the Violence Against Women Act.
- The Admissions and Continued Occupancy Policy, the HCV/Section 8 Administrative Plan and the Residential Dwelling Lease have been revised to include screening and termination language related to the Violence Against Women Act.

### **Definition of Significant Amendment and Substantial Deviation/Modification to the Agency Plan:**

SCHA defines substantial deviation or modification to the Agency Plan as:

- Significant changes to rent or admissions policies or organization of the waiting list except as required by federal and state regulations and laws;
- A substantial change in a goal(s) identified in the Five Year Plan;
- Significant modifications to major strategies to address housing needs;
- Any change in the planned or actual use of federal funds for activities that would prohibit or redirect the Housing authority's strategic goals of increasing the availability of decent, safe and affordable housing for the citizens of Schuylkill County;
- Additions of non-emergency work items (items not included in the current Annual Statement or Five-year Action Plan) or change in the use of funds that exceeds 20% of the Capital Fund Allocation; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any new activities that are adopted to reflect changes in HUD regulatory requirements, changes in State Law or as result of a declared emergency; such changes will not be considered a substantial deviation or significant amendment or modification by SCHA.

Any significant amendment or substantial deviation/modification to SCHA Plan is subject to the following requirements (including time frames):

- SCHA will consult with the Resident Advisory Board (RAB) (as defined in 24 CFR 903.13);
- The Authority will ensure consistency with the Consolidated Plan of the jurisdiction(s) (as defined in 24 CFR 903.15); and

- SCHA will provide for a review of the amendments/modifications by the public during a 45-day public review period (as defined in 24 CFR 903.17).
- The Housing Authority will adopt the amendment or modification at a duly called a meeting, open to the public, of its Housing Authority Board of Commissioners.
- SCHA will not implement the amendment or modification until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures (as defined at 24 CFR 903.23).

A Housing Authority may submit a significant amendment or substantial deviation/modification to HUD up until the last day prior to the date when the next year's Agency Plan is due.

## Deconcentration Policy

### ***(As contained in the Authority's Admission and Occupancy Policy)***

It is the policy of the Schuylkill County Housing Authority (SCHA) to provide for de-concentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, families will be skipped on the waiting list to reach other families with a lower or higher income. This will be accomplished in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income residents will not be steered toward higher income developments

Prior to the beginning of each fiscal year, the Housing Authority will analyze income levels of families residing in each development, the income levels of census tracts in which developments are located, and the income levels of families on the waiting list. Based on this analysis marketing strategies will be determined and de-concentration incentives implemented

**DE-CONCENTRATION INCENTIVES:** The Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development.

Various incentives may be used at different times or under different conditions but will always be provided in a consistent and nondiscriminatory manner.

**OFFER OF A UNIT:** When a unit becomes available, the Housing Authority will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the de-concentration of goal and/or the income targeting goals.

The Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the unit has been viewed, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit. The Housing Authority will send the family a letter documenting the offer and the rejection.

**REJECTION OF UNIT:** If, in making the offer to the family, the Housing Authority skipped over other families on the waiting list in order to meet a de-concentration goal or offered the family any other de-concentration incentive and the family rejects the unit, the family will not lose its place on the waiting list and will not be otherwise penalized.

If the Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other de-concentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

## NO-SMOKING HOUSING POLICY

# Schuylkill County Housing Authority

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### *Purpose*

The purpose of this standard operating procedure is to establish guidelines for promoting and enforcing the non-smoking policy for public housing communities. The policy is designed to eliminate the health and environmental risks in public housing that are associated with smoking.

### *Introduction*

On July 17, 2009 and May 29, 2012, the US Department of Housing and Urban Development (HUD) published "NOTICES: PIH-2009-21 (HA) AND PIH -2012-25 (HA), with the subject *Non-Smoking Policies in Public Housing*. These notices encourage public housing authorities to adopt non-smoking policies in some or all of its public housing communities. In addition, on October 26, 2012, HUD published NOTICE: H 2012-22 to further encourage owners and management agents of multifamily rental properties to adopt smoke-free housing policies. The issuances of these notices was to support the "Family Smoking Prevention and Tobacco Control Act, P.L. 111-21" signed by the President on June 22, 2009. Because Environmental Tobacco Smoke (ETS) can migrate between units in multifamily housing, causing respiratory illness, heart disease, cancer, and other adverse health effects in neighboring families, the Department is encouraging PHAs to adopt non-smoking policies.



## **Background**

1. According to the American Lung Association, cigarette smoking is the number one cause of preventable disease in the United States. The elderly and young populations, as well as people with chronic illnesses, are especially vulnerable to the adverse effects of smoking. In 2006, the U.S. Department of Health and Human Services published *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. The report defines secondhand smoke; in the past referred to as environmental tobacco smoke (ETS), as smoke composed of side-stream smoke (the smoke released from the burning end of a cigarette) and exhaled mainstream smoke (the smoke exhaled by the smoker). The report issued major conclusions based on scientific data, including the following:

- i. The scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke.
- ii. Eliminating smoking in indoor spaces fully protects nonsmokers from exposure to secondhand smoke. Separating smokers from nonsmokers, cleaning the air, and ventilating buildings cannot eliminate exposures of nonsmokers to secondhand smoke.

Due to the increased risk of fire, increased maintenance costs, and the known health effects of secondhand smoke, the Schuylkill County Housing Authority, has determined that for the benefit and well-being of the residents, guests, employees and all who visit ***(insert names of properties)*** facilities, smoking will only be permitted in specified areas of those facilities effective date.

Copies of this policy shall be distributed to all current leaseholders, tenants, residents, new residents, applicants, and employees.

## **Smoking shall not be permitted:**

By any person including current residents, new residents, tenants, their roommates, their guests, their agents nor their employees inside any building which is part of the following public housing properties owned and operated by the Schuylkill County Housing Authority:

**AMP 1**  
**Shenandoah High Rise**  
**Shenandoah Family**  
**Ashland High Rise**

**AMP 2**  
**Minersville High Rise**  
**Cass-Minersville Family**  
**St. Clair Family**

**AMP 3**

**Coaldale Elderly/Family  
Schuylkill Haven High Rise  
Schuylkill Haven Family**

- In any individual apartment units or balconies or patios, which are a part of those units.
- In common areas within any building such as entryways, hallways, restrooms, laundry rooms and all openings to any housing property, including window and door openings.
- In all other outside areas of the properties, stairways, yards, playground areas and parking lots.
- Any and all area within the boundaries of any of the Schuylkill County Housing Authority properties named above.

***Definitions***

The term “smoking” means inhaling, exhaling, breathing, burning, carrying, or possessing any lighted cigar, cigarette, pipe, water-pipes (hookahs) other tobacco products, or similarly lighted smoking material in any manner or in any form including all electronic cigarette products, commonly referred to as “e-cigarettes”.

The terms “leaseholder” "resident and "tenant" shall refer to any and all person(s) who have signed a lease or will sign an agreement leasing a housing unit from the Schuylkill County Housing Authority.

***Rules and Regulations***

All leaseholders, residents and tenants of housing units of **all Schuylkill County Housing Authority properties named above** and live in residents, roommates or occupants of those housing units and their guests, agents, employees, and invitees must abide by the following rules and regulations:

1. **Prohibition of Smoking Inside Buildings.** Smoking shall not be permitted anywhere inside any building located on **all Schuylkill County Housing Authority properties named above**, including, but not limited to, individual apartment or housing units, balconies and patios attached or a part of those housing units and including all common areas such as entryways, hallways, restrooms, laundry rooms, and all openings to the building including window and door openings.

2. **Prohibition of Smoking Outside Buildings.** Smoking shall be prohibited in all other outside areas within the boundaries of **all Schuylkill County Housing Authority properties named above.**
3. **Phase In of policy.**
  - a. Effective on April 1, 2018, all leaseholders, residents and tenants of apartment or housing units in **all Schuylkill County Housing Authority properties named above** and their live-in residents, roommates, occupant's guests, invitees, agents, and employees, will be prohibited from smoking anywhere in or outside the building or unit which they occupy or reside. Enforcement procedures in effect at that time will consist of verbal and written cease-and-desist requests made to the leaseholder, resident or tenant deemed responsible for that violation.
  - b. Effective April 1, 2018, enforcement procedures will include formal notices of violation and notices of lease termination and eviction. That is, violation of the no-smoking policy by the leaseholder, resident or tenant or by any of his or her guests, live-in residents, invitees, agents or employees may be treated as a material breach of the tenant's lease agreement and enforced in accordance with the notice and termination procedures that apply to the lease or rental agreement of the particular leaseholder, resident or tenant who have themselves violated or who are responsible for those who have violated the no-smoking policy.
4. **Proper Disposal of Cigarette Butts & Smoking Material.** Cigarette butts and all smoking material must be disposed of in a neat and safe manner. No person may throw cigarette butts or other smoking material on the ground.
5. **Compliance by Leaseholders/Resident's Guests.** Leaseholders, residents and tenants are responsible for ensuring that all other live-in residents, guests, invitees, agents and employees of the housing unit for which the leaseholder, resident or tenant is responsible are made aware of and comply with this policy.

**Lease Violation.** The leaseholder(s), resident(s) and tenant(s) are responsible for the actions all of his/her or their live in residents, occupants guests, invitees agents and employees. Failure to comply with any of the rules or regulations contained in this policy may be considered a material lease violation as set forth at paragraph 3 above and subject to leaseholder(s), resident(s) and tenant(s) to all leasehold remedies including, but not limited to lease termination, eviction and damages which may include the cost to clean items discolored and/or which contain the odor of smoke including, but not limited to carpets, drapes, and walls, or the cost to repair burn marks and remove cigarette butts or residue.

7. **Complaints.** If leaseholder or resident witnesses someone smoking or smells tobacco smoke in any place within the boundaries of **all Schuylkill County Housing Authority properties named above** or witnesses someone smoking on the grounds somewhere other than the designated smoking area, the leaseholder or resident should report the violation or the odor to the property manager in writing as soon as possible.
8. **Investigations.** Property managers receiving a complaint will seek the specific source of the tobacco smoke and will take appropriate enforcement action, consistent with paragraph 3 above as soon as possible.
9. **Communication of Policy.** This policy shall be communicated by the property manager to all current leaseholders and residents of **all Schuylkill County Housing Authority properties named above** and employees of the Schuylkill County Housing Authority, at least sixty (60) days prior to its effective date, and at the time of employment for all new employees, and prior to admission and/or prior to the signing of a lease for any new leaseholder or resident.
  - a. New leaseholders shall be given two (2) copies of the policy. After review, the leaseholder must sign one copy and return the executed copy to the property manager prior to moving in. The property manager shall place the signed copy in the leaseholder's file.
  - b. Upon adoption of the policy, all persons whose names are on a lease of a housing unit at **all Schuylkill County Housing Authority properties named above** shall be given two copies of the policy by the property manager. After review, all such persons must sign one copy and return the executed copy to the property manager within ten (10) days. The property manager shall place the signed copy in the leaseholder/resident/tenant's file. In the event that any such person fails or refuses to sign his or her confirmation that he or she has read, understood and agrees to comply with the provisions of this SCHA no-smoking policy, the Housing Authority will nevertheless be entitled to assume and understand that every such leaseholder read, understood and agreed to comply with this no-smoking policy.
10. **Effective Date.** The effective date of this policy shall be April 1, 2018 following the approval by the Schuylkill County Housing Authority Board of Commissioners.
11. If any provision of this policy is invalid or unenforceable under applicable law, such provision shall be amended to comply with such law. The reformation of any provision of this policy shall not invalidate this policy or any lease agreement

into which this policy is incorporated. An invalid provision that cannot be reformed shall be severed and the remaining portions of this policy shall be enforced.

Signature of Head of Household (Leaseholder) \_\_\_\_\_

Date: \_\_\_\_\_

## NO-SMOKING LEASE ADDENDUM

Tenant and all members of Tenant's family or household are parties to a written Lease Agreement with the Schuylkill County Housing Authority (SCHA) signed on \_\_\_\_\_, 20\_\_\_\_. This addendum states the following additional terms, conditions and rules which are hereby incorporated into the Lease. A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights in the Lease.

### *No-Smoking Policy*

- Purpose of No-Smoking Policy:** The parties desire to mitigate (i) the irritation and known health effects of secondhand smoke; (ii) the increased maintenance, cleaning, and redecorating costs from smoking; (iii) the increased risk of fire from smoking; and (iv) the high costs of fire insurance for a non-smoke-free building;
- Definition of Smoking:** The term "smoking" means inhaling, exhaling, breathing, or carrying any lighted cigar, cigarette, hookah (water pipe) or other tobacco product or similar lighted product in any manner or in any form including all electronic cigarette products, commonly referred to as "e-cigarettes."
- Smoke-Free Complex:** Tenant agrees and acknowledges that the premises to be occupied by Tenant and members of Tenant's household have been designated as a smoke-free living environment. ***Tenant and members of Tenant's household shall not smoke anywhere in the unit rented by Tenant, or the building where the Tenant's dwelling is located or in any of the common areas or adjoining grounds of such building or other parts of the rental community, nor shall Tenant permit any guests or visitors under the control of Tenant to do so.***
- SCHA Not a Guarantor of Smoke-Free Environment:** Tenant acknowledges that SCHA's adoption of a smoke-free living environment, and the efforts to designate the rental complex as smoke-free, do not make the SCHA or any of its managing agents the guarantor of Tenant's health or of the smoke-free condition of the Tenant's unit and the common areas. However, SCHA shall take reasonable steps to enforce the smoke-free terms of its leases and to make the complex smoke-free. SCHA is not required to take steps in response to smoking unless SCHA knows of said smoking or has been given written notice of said smoking.

*Lease Termination*

Article XIII Termination Procedures, A. 4. Shall now read: "This lease may be terminated by the Resident at any time by giving SCHA thirty (30) calendar days advance written notice before moving from the dwelling unit."

**Effect of Breach and Right to Terminate Lease:** A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights in the Lease. A material breach of this Addendum shall be a material breach of the lease and grounds for immediate termination of the Lease by the SCHA.

Signed:

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Manager/SCHA

\_\_\_\_\_  
Date



**STANDARD FORM LLL**



**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

Approved by OMB  
0348-0046

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Schuylkill County Housing Authority 245 Parkway Schuylkill Haven, PA 17972  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):   (attach Continuation Sheet(s) SF-LLLA, if necessary)	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):   (attach Continuation Sheet(s) SF-LLLA, if necessary)	
<b>11. Amount of Payment (check all that apply):</b> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	<b>13. Type of Payment (check all that apply):</b> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
<b>12. Form of Payment (check all that apply):</b> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</b>   (attach Continuation Sheet(s) SF-LLLA, if necessary)		
<b>15. Continuation Sheet(s) SF-LLLA attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>16.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Edward M. Kleha</u> Print Name: <u>Edward M. Kleha</u> Title: <u>Chairman</u> Telephone No.: <u>570-385-3400</u> Date: <u>12/14/17</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)





**HUD FORM 50070**



**Certification for  
a Drug-Free Workplace**

**U.S. Department of Housing  
and Urban Development**

Applicant Name  
Schuylkill County Housing Authority

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Program/Activity Receiving Federal Grant Funding  
Public Housing Authority Agency Plan

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)  
 SCHA Main office - 245 Parkway, Schuylkill Haven, PA 17972  
 Shenandoah High Rise - 100 South Main Street, Shenandoah, PA 17976  
 Shenandoah Family Development - Pioneer Road, Shenandoah, PA 17976  
 Ashland High Rise - 819 Centre Street, Ashland, PA 17921  
 Minersville High Rise - 300 Lewis Street, Minersville, PA 17954  
 Cass-Minersville Family Development - North, Carbon, Lewis & Sunbury Sts., Minersville, PA17954  
 St. Clair Family Development - Cherry Street, St. Clair, PA 17970  
 Coaldale Housing Development - Ridge Terrace, Coaldale, PA 18218  
 Schuylkill Haven High Rise - 255 Parkway, Schuylkill Haven, PA 17972  
 Schuylkill Haven Family Development - Fritz Reed Avenue, Schuylkill Haven, PA 17972

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Edward M. Kleha	Title Chairman
Signature <i>Ed M. Kleha</i>	Date 12/14/2017

form HUD-50070 (3/98)  
ref Handbooks 7417 1 7475 13 7485 1 & 3



**HUD FORM 50071**



**Certification of Payments  
to Influence Federal Transactions**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 01/31/20)

Applicant Name

Schuylkill County Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Authority Agency Plan

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Edward M. Kleha

Title

Chairman

Signature



Date (mm/dd/yyyy)

12/14/2017

Previous edition is obsolete

form HUD 50071 (01/14)



**HUD FORM 50075-HP**



<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** - A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>																				
A.1	<p>PHA Name: Schuylkill County Housing Authority _____ PHA Code: PA016 _____          PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer          PHA Plan for Fiscal Year Beginning: (MM/YYYY): 04/2018          PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)          Number of Public Housing (PH) Units 609 _____ Number of Housing Choice Vouchers (HCVs) 631 _____          Total Combined 1240          PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>The SCHA 2018 Annual Plan and 2018-2022 5-Year Plan may be obtained by the public, including updates, at each Asset Management Project (AMP) and the main office of the Authority at 245 Parkway, Schuylkill Haven, Pennsylvania. SCHA also provided each Commissioner and Advisory Council member with a copy of its 2018 Annual Plan and 2018-2022 5-Year Plan.</b></p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" data-bbox="316 1501 1305 1669"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) In the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) In the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:											
Participating PHAs	PHA Code					Program(s) In the Consortia	Program(s) not in the Consortia	No. of Units in Each Program													
		PH	HCV																		
Lead PHA:																					



<b>B. Annual Plan Elements</b>						
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p><b>SEE ATTACHED NARRATIVE</b></p>					
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><b>Project-based Vouchers: The Housing Authority wishes to use the project-based voucher program, on an as needed basis not to exceed the HUD limitations, throughout Schuylkill County in accordance with the Section 8 Housing Voucher Administrative Plan as amended. The Housing Authority is working with the Cherry Street Commons tax credit developer, recently approved by PHFA for the construction of 17 family units in Frackville Borough. The Authority may provide project base vouchers for up to 20 % of the authorized ACC units which would be consistent with the goal of deconcentrating poverty and expanding housing opportunities.</b></p>					



B.3	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>SEE ATTACHED NARRATIVE</p>
B.4	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>Other Document and/or Certification Requirements.</b>	
C.1	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p><b>Civil Rights Certification.</b></p> <p><u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>SEE ATTACHED NARRATIVE</p>
C.4	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>





<b>D</b>	<b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
<b>D.1</b>	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.  August 16, 2017

## Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

### A. PHA Information. All PHAs must complete this section.

- A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. [\(24 CFR §903.23\(4\)\(e\)\)](#)

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. [\(24 CFR §943.128\(a\)\)](#)

### B. Annual Plan.

#### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. [24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.12\(b\)](#). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. [24 CFR §903.7\(a\)\(2\)\(ii\)](#) and [24 CFR §903.12\(b\)](#).

**Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to [24 CFR §903.2\(b\)\(2\)](#) for developments not subject to deconcentration of poverty and income mixing requirements. [24 CFR §903.7\(b\)](#) Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. [24 CFR §903.7\(b\)](#) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. [\(24 CFR §903.7\(b\)\)](#) Describe the unit assignment policies for public housing. [24 CFR §903.7\(b\)](#)



**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

**Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#) and [24 CFR §903.12\(b\)](#)).

**Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

**Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

**Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

**Hope VI.** **1)** A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

**Mixed Finance Modernization or Development.** **1)** A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

**Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). ([24 CFR §903.7\(h\)](#))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

**Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

**C. Other Document and/or Certification Requirements**

**C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

- C.2 **Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. [\(24 CFR §903.7\(o\)\)](#)
  - C.3 **Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. [\(24 CFR §903.13\(c\), 24 CFR §903.19\)](#)
  - C.4 **Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. [\(24 CFR §903.15\)](#)
- D. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. [\(24 CFR 903.7 \(g\)\)](#)
- D.1 **Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.





**HUD FORM 50075-5Y**



<b>5-Year PHA Plan (for All PHAs)</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>																																
A.1	<p>PHA Name: Schuylkill County Housing Authority _____ PHA Code: PA016 _____</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): 04/2018 _____</p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>The SCHA 2018 Annual Plan and 2018-2022 5-Year Plan may be obtained by the public, including updates, at each Asset Management Project (AMP) and the main office of the Authority at 245 Parkway, Schuylkill Haven, Pennsylvania. SCHA also provided each Commissioner and Advisory Council member with a copy of its 2018 Annual Plan and 2018-2022 5-Year Plan.</b></p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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		PH	HCV																														
Lead PHA:																																	



<b>B.</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>The mission of the Schuylkill County Housing Authority is: <b>To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination</b></p>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p>SEE ATTACHED NARRATIVE</p>
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>SEE ATTACHED NARRATIVE</p>
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>SEE ATTACHED NARRATIVE</p>
<b>B.5</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>SEE ATTACHED NARRATIVE</p>
<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y   N  <input checked="" type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>SEE ATTACHED NARRATIVE</p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>



## Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

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**A. PHA Information** [24 CFR §903.23\(4\)\(e\)](#)

- A.1** Include the full PHA Name, PHA Code, PHA Fiscal Year Beginning (MM/YYYY), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

**B. 5-Year Plan.**

- B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. [\(24 CFR §903.6\(a\)\(1\)\)](#)
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. [\(24 CFR §903.6\(b\)\(1\)\)](#) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. [\(24 CFR §903.6\(b\)\(2\)\)](#)
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. [\(24 CFR §903.6\(a\)\(3\)\)](#)
- B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.
- B.6 Resident Advisory Board (RAB) comments.**
- (a) Did the public or RAB provide comments?
  - (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. [\(24 CFR §903.17\(a\), 24 CFR §903.19\)](#)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

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**HUD FORM 50077-CR**



**Civil Rights Certification  
(Qualified PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 02/29/2016

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Schuylkill County Housing Authority  
PHA Name

PA016  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Edward M. Kleha	Chairman
Signature <i>Ed M. Kleha</i>	Date
	December 14, 2017



**HUD FORM 50077-ST-HVC-HP**



**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning April 1, 2018, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.



12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Schuylkill County Housing Authority  
PHA Name

PA016  
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2018

5-Year PHA Plan for Fiscal Years 2018 - 2022

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official  Edward M. Kleha	Title  Chairman
Signature  <i>Edward M. Kleha</i>	Date 12/14/2017



**HUD FORM 50077-SL**





December 15, 2017

Thomas F. Hale, Executive Director  
Housing Authority of Schuylkill County  
245 Parkway  
Schuylkill Haven, PA 17972

Dear Mr. Hale:

The Center for Compliance, Monitoring and Training has received a request for a Certificate of Consistency with the Pennsylvania Consolidated Plan. The application indicates that the Housing Authority of Schuylkill County manages 609 public housing units and 540 housing units with Section 8 vouchers. Additionally, your housing authority is undertaking appropriate activities to provide housing and support services to very low-income households. The request indicates that the Housing Authority is in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Enclosed, please find a Certificate of Consistency with the Pennsylvania Consolidated Plan, executed December 15, 2017.

Should you have any questions regarding this matter, please contact me at (717) 720-7404.

Sincerely,

A handwritten signature in blue ink that reads 'Megan Snyder'.

Megan Snyder  
Center for Compliance, Monitoring and Training

Enclosures

Center for Compliance, Monitoring and Training  
400 North St., 4<sup>th</sup> Floor | Commonwealth Keystone Bldg. | Harrisburg, PA 17120-0225 | F 717.787.5327 | F 717.214.5399 | [dced.pa.gov](http://dced.pa.gov)



**Certification by State or Local  
 Official of PHA Plans Consistency  
 with the Consolidated Plan or  
 State Consolidated Plan  
 (All PHAs)**

U. S Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 2/29/2016

**Certification by State or Local Official of PHA Plans  
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Kathy Possinger, the Director  
*Official's Name* *Official's Title*

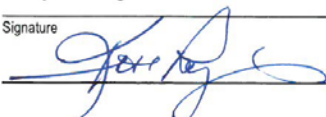
certify that the 5-Year PHA Plan and/or Annual PHA Plan of the  
Schuylkill County Housing Authority  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
 Impediments (AI) to Fair Housing Choice of the  
Commonwealth of Pennsylvania  
*Local Jurisdiction Name*  
 pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
 Consolidated Plan and the AI.

Rehabilitation of the existing public housing stock in a manner that is sensitive to the need for accessibility  
to and visitability by persons with disabilities. Resident initiatives, especially those aimed at promoting the  
economic self-sufficiency of public housing residents. Supportive services, especially those that support the  
aging in place of senior residents. Requests for additional Section 8 vouchers from HUD.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Kathy Possinger	Director, DCED's Center for Monitoring, Compliance and Training
Signature	Date
	12/15/17

